

**BY ORDER OF THE COMMANDER
EDWARDS AIR FORCE BASE**

**EDWARDS AIR FORCE BASE
INSTRUCTION 99-106**



19 DECEMBER 2013

Test and Evaluation

TEST ACCELERATION/TEST SURGE

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This publication implements Air Force Instruction (AFI) 63-114, *Rapid Response Process* and AFI 99-103, *Capabilities-based Test and Evaluation*. This instruction specifies the procedure for securing formal approval for a Wartime Materiel Support (WMS) request resulting in a Test Acceleration or Test Surge. The response to the WMS request (if approved) is an acceleration of the test process to allow for a much more rapid execution of a test project than would otherwise be possible. Taskings associated with tests conducted under this instruction will receive an urgency code as defined in AFFTCI 16-303, EAFB Program Priority Assignments. It applies to all 412 TW units and detachments regardless of their operating location. Waivers for the requirements in this instruction may only be granted by the 412 TW/CC. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, Management of Records, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). Air Force personnel must ensure any information/records to be provided outside official DoD channels, including foreign nationals, must be released in accordance with the provisions of AFI 35-102, Security and Policy Review Process, and have the approval of the release authority. If a written request for DoD records has been made by any person, organization, business, but not including a Federal Agency, that either states or implies the Freedom of Information Act (FOIA), it must be processed by the local FOIA Requester Service Center (412 CS/SCOK) in accordance with DoDR 5400.7_AFMAN 33-302.

1. General

1.1. A Test Acceleration (TA) is defined as a new test project, in support of real-world or exercise wartime requirements, that has not yet entered the Program Introduction (PI) – Statement of Capability (SOC) process, and requires a quick reaction turnaround time from planning through execution. A Test Surge (TS) refers to the accelerated execution of an existing project in support of real-world or exercise wartime requirements. The process is divided into five phases: Notification, Planning, Provisioning, Execution, and Analysis & Reporting.

1.1.1. Notification: Initial notification will usually come directly from a customer to the Test Execution Organization (TEO), usually a Combined Test Force (CTF). If a CTF gets the first notification, they should immediately notify OG/CC and advise their contact to make a formal request. Typically this notification should come from an appropriate level such as the Aeronautical Systems Wing CC or CL. If coming from a MAJCOM, it should be in support of an Urgent Operational Need or Joint Urgent Operational Need. The 412 OG/CC notifies the 412 TW/CC and Command Post. Command Post runs their recall notification checklist directing them to stand up the Crisis Action Team (CAT). Notifications during exercises (e.g. Operational Readiness Inspection) will typically come from the 412 TW/XP.

1.1.2. Planning: The TEO Director of Projects is responsible for ensuring all of the remaining steps in this instruction are completed. The TEO Director of Projects shall work with the organization requesting the TA/TS to define specific test requirements and from these requirements identify specific resources required to accomplish the TA/TS. The TEO should keep detailed notes of all meetings, including the assignment and documentation of all action items. Follow-up meetings to status action items should be held regularly, as necessary, to keep the program moving at an accelerated pace. This may mean frequent meetings initially to resolve issues as they arise.

1.1.3. Provisioning: The TEO Director of Projects shall coordinate with those organizations that own or are responsible for coordinating the allocation of resources in order to provision those assets necessary to execute the TA/TS. This will involve coordination with organizations such as Test Wing Scheduling (412 OG/DOO), the organization that owns the system under test, and any off-base organizations that may provide assets and/or range support. 412 OG shall prioritize the allocation of test assets owned and/or allocated by 412 TW so as to properly support the TA/TS as well as other 412 TW test programs.

1.1.4. Execution: The execution of the TA/TS will be similar to other projects but with the higher priority (Urgency Code) that is directed by the TA/TS designation letter approved by the 412 TW/CC. Any challenges regarding support of the accelerated project shall be brought to the attention of the 412 OG/CC as soon as they are identified. Daily status updates are required from the TEO throughout the TA/TS, with the primary recipients being the OG, the Command Post, the CAT, and the 412 TW/CC. If the same tasks are still being worked, a daily status message is still required, but a simple statement that there is no new information to report is adequate. Some projects also provide a separate daily status to test team members and to major organizations impacted by the Test Surge, but this is optional. The last daily status should declare the formal end

of the TA/TS and generally would follow the delivery of the final product to the customer.

1.1.5. Analysis and Reporting: The test plans and resources should be adjusted so that analysis and reporting are accomplished concurrent with execution so that the timeline for reporting will be short enough to meet the customer needs.. The report format and content will be determined by the Report Integrated Product Team co-chaired by the CTF Director of Projects and designated functional engineering representative (within 412 TENG or 412 EWG as appropriate). Level of analysis and the timeline for delivery must be negotiated with the customer as soon as practical in the project's schedule.

1.2. Approval Briefing: During the notification phase, the 412 TMG assigns a Program Manager (PM), if one has not already been assigned, who develops the TA/TS approval briefing. A suggested outline is contained in Attachment 2. The 412 TMG will recommend a TEO as part of the TA/TS approval briefing. The approval briefing, which includes a TA/TS letter to be signed by the 412 TW/CC, is assembled by the PM. The letter is generated by the 412 OG/CC in coordination with 412 TMG/CC and included in the briefing by the PM. An approval letter template is provided in Attachment 3.

1.2.1. The approval briefing must include the information required to make an informed decision regarding the TA/TS designation and includes the following as a minimum:

1.2.2. Information regarding the initial request such as who is requesting the acceleration, nature of the expected results, classification, and impact on the warfighter, if known.

1.2.3. Scope of testing in terms of schedule, required resources, missions, any special instrumentation requirements, range requirements, aircraft modifications, etc.

1.2.4. Impact of this test project on other test projects to the extent known.

1.2.5. Impact to warfighter if the request is not approved, if known.

1.2.6. Risk assessment for maintenance operations to include: available airframe(s), deviations needed from scheduled maintenance to meet schedule, special support or modifications required impact on maintenance manpower, etc.

1.3. Concept of Operations.

1.3.1. Quick Reaction Test Team (QRTT): When the TW/CC approves the TA/TS by signing the designation letter, the QRTT will be convened within 1 workday. The QRTT is chaired by the 412th Operations Group Commander or designated representative. The QRTT will be composed of the following key personnel, or their designated representatives: 412 TW/SET, 412 TENG, 412 EWG (If Appropriate), 412 TMG, TEO, 412 MXG, 412 MXI/ENI, 412 MSG, 412 LGR, AFTC/PK & others as invited (e.g. 412 TW/FM, XP, 412 OG/OGV, etc.) **NOTE:** The QRTT may be tailored by the QRTT chairman based on the scope of testing and resources required to support the test acceleration/surge. Upon activation unit representatives will come prepared to address their ability to support the QRTT tasking.

1.3.1.1. QRTT Specific Tasks:

1.3.1.1.1. Brief the reason for the meeting. See Attachment 4 for a suggested

meeting agenda.

1.3.1.1.2. Designate the lead briefing organization (i.e. TEO, PM, etc.).

1.3.1.1.3. Scope the general response requirements for a ground, flight test or analysis.

1.3.1.1.4. Identify/notify the appropriate support agencies (within each organization) required to plan and execute the test effort.

1.3.1.1.5. Action items assigned should be reviewed prior to closing the QRTT initial meeting.

1.3.1.1.6. Determine the need and schedule for future QRTT meetings if required. In general, future meetings will be called and chaired by the TEO Director of Projects or PM assigned to the TA/TS. The PM will generally call a Core Team meeting at the TEO to develop detailed requirements.

1.4. Test Execution Organization: The TEO will be the center of execution for the test effort to include future meetings, test and safety planning, reporting, etc. All standard processes to plan, report, and execute the test effort shall be followed but at a significant reduction in timelines enabled by the increased priority. The PM assigned to the TEO for the TA/TS will ensure that the daily status reports are generated and forwarded as described in 1.1.4. The PM will decide if a Theory of Constraints (TOC) network should be generated based on the anticipated length of the project and the benefit of the network in light of the enhanced priority.

2. Checklists. The TA/TS checklist is contained in Attachment 5. This checklist shall be used by the PM to organize, document, and report progress.

BREWER, MICHAEL T, Brig Gen, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 63-114, Rapid Response Process, 12 June 2008
AFI 99-103, Capabilities-based Test and Evaluation, 26 February 2008
AFFTCI 16-303, AFFTC Program Priority Assignments, 16 February 2010
AFFTCI 16-104, Processing Test Support Requests, 29 May 2009
AFFTCI 99-101, Test Plans, 28 January 2002
AFFTCI 91-105, AFFTC Test Safety Review Process, 25 July 2012
AFFTCI 99-105, Test Control and Conduct, 1 December 2009

Adopted Forms

AFFTC Document 5028, Test Project Safety Review

Abbreviations and Acronyms

AFFTC—Air Force Flight Test Center
AFFTCI—Air Force Flight Test Center Instruction
AFMAN—Air Force Manual
AFPD—Air Force Policy Directive
AFRIMS—Air Force Records Information Management System
CAT—Crisis Action Team
CTF—Combined Test Force
EAFB—Edwards Air Force Base
EAFBI—Edwards Air Force Base Instruction
JON—Job Order Number
PI—Program Introduction
PM—Project Manager
QRTT—Quick Reaction Test Team
SOC—Statement of Capability
TA—Test Acceleration
TEO—Test Executing Organization
TOC—Theory of Constraints
TS—Test Surge
WMS—Wartime Materiel Support

Attachment 2**SUGGESTED APPROVAL BRIEFING OUTLINE****A2.1. Description of Test Project**

A2.1.1. Nature of deliverable to the warfighter (new capability, software, envelope)

A2.1.2. Requesting Office

A2.1.3. Schedule

A2.1.4. Classification and requirements for classified operations, if applicable

A2.2. Proposed Test Methodology

A2.2.1. Modeling, Simulation, Ground Tests or Open Air Flight Tests

A2.3. Other test options, if any**A2.4. Significant obstacles to project success****A2.5. Known impacts to other portfolios****A2.6. Suggested test executing organization (Test Accelerations)****A2.7. Resources Required**

A2.7.1. Aircraft

A2.7.2. Range

A2.7.3. Ground Test

A2.7.4. Manpower

A2.8. Initial Risk Analysis

A2.8.1. Cost

A2.8.2. Schedule

A2.8.3. Performance


A2.8.4. Safety

A2.9. Impact to warfighter if TA/TS not approved

Attachment 3

MEMORANDUM FOR RECORD FORMAT

Figure A3.1. Memorandum for Record Format

	DEPARTMENT OF THE AIR FORCE HEADQUARTERS 412 TH TEST WING (AFMC) EDWARDS AIR FORCE BASE, CALIFORNIA
Date	
MEMORANDUM FOR RECORD	
FROM: 412 TW/CC	
SUBJECT: Test Acceleration/Test Surge	
A3.1. _____ is designated a Test Acceleration/Surge IAW Edwards AFB Instruction 99-106. All organizations will provide immediate test program planning support as requested by the Test Execution Organization's (TEO) Project Manager. The designated TEO is the XXX CTF.	
A3.2. Contact 412 OG/CC at 7-3306 if further information or direction is required.	
Commander	

Attachment 4

QRTT SUGGESTED AGENDA

Figure A4.1. QRTT Suggested Agenda

Confirm Key Personnel	Chairman
Designate TEO as lead briefing organization	Chairman
Overview	Director or Project
Business Brief (JON, special circumstances or constraints)	Director of Project
Checklist Review	Chairman TEO
Daily Reporting Requirements	Chairman Task
Assignments	All Schedule All
Action Item Review	All

Attachment 5**412 TW TEST ACCELERATION/SURGE (TA/TS) CHECKLIST**

A5.1. This checklist applies to all 412 TW **Test Acceleration (TA)/Test Surge (TS)** activities, both real-world and exercise. A Test Acceleration (TA) indicates a new test project, in support of real-world or exercise wartime requirements, that has not yet entered the Program Introduction (PI) – Statement of Capability (SOC) process, and requires a quick reaction turnaround time from planning through execution. A Test Surge refers to the accelerated execution of an existing project in support of real-world or exercise wartime requirements. This checklist will be used for both the TA and TS. Applicability of each step is annotated.

A5.2. All applicable steps of this checklist need to be completed to make sure any changes resulting from the test project's accelerated status are considered. This checklist is divided into five phases: Notification, Planning, Provisioning, Execution, and Analysis and Reporting.

A5.3. Phase 1. Notification

A5.3.1. Initial notification will usually come directly from a customer to the TEO (CTF or Flight Test Squadron (FLTS)). If a CTF gets the first notification, they should immediately notify OG/CC and advise their contact to make a formal request. The organization or individual receiving initial notification must immediately consider the security classification of the proposed test.

A5.3.2. If appropriate:

A5.3.2.1. Use secure communications

A5.3.2.2. Use secure meeting facilities

A5.3.2.3. Verify security clearance of all participants.

Table A5.1. Notification

STEP #	TASK	APPLICABILITY	STATUS
1	<p>When initial notification is received contact the 412 OG/CC, who then notifies 412 TW/CC and Command Post. Command Post runs their recall notification checklist directing them to stand up the CAT.</p> <p>When the CAT is formed, the 412 OG/CC is an advisory member and becomes the focal point for all TA/TS information requested by the CAT. The 412 OG/CC provides briefings and updates to the CAT as requested.</p> <p>The 412 TMG appoints a PM.</p> <p>PM develops the Test Acceleration/Surge approval briefing (which is required in the next step) using the format in Attachment 2.</p>	<p>TA/TS</p> <p>TA/TS</p> <p>TA</p> <p>TA/TS</p>	
2	<p>The 412 TW/CC receives the TA/TS approval briefing from the PM and, if warranted, approves the TA/TS status in writing using the memo in Attachment 3. This memo, generated by OG, directs all participating agencies to support and expedite project planning until the appropriate 412 TW priority is established.</p> <p>If the 412 TW/CC does not approve the TA/TS status, this checklist is complete and the project goes through normal 412 TW processes.</p>	<p>TA/TS</p> <p>TA/TS</p>	
3	<p>For TA/TS, the 412 TMG designates the Test Execution Organization (TEO), which is typically an existing Combined Test Force (CTF) at the 412 TW. The specific CTF designated as TEO depends on the system to be tested. If the test acceleration weapon system is not currently being tested at 412 TW, then the most appropriate CTF with similar type aircraft or systems would be designated the TEO.</p>	TA	
4	<p>The 412 OG/CC provides the TEO Director (the CTF Director) with a copy of all available information concerning the TA/TS, to include the most current version of this checklist.</p>	TA/TS	

5	The 412 OG/CC notifies the following base agencies, if appropriate, that a TA/TS is underway so that they should be prepared to support, as requested by the TEO. Consider use of secure communications and provide a copy of the signed 412 TW/CC memo from Step 2, if requested. These agencies are in addition to the normal CAT membership and can be invited to the CAT formation as applicable.	TA/TS	
5a	-- 412 TW/XP2 (Intelligence) [Phone: 7-2955 / Fax: 7-0948]	TA/TS	
5b	-- 812 TSS/DRB (who notifies 412 TMG) [Phone: 5-9245 / Fax: 7-6448]	TA/TS	
5c	-- 412 TW/IP (Security) [Phone: 7-7436 / Fax: 7-7452]	TA/TS	
5d	-- 412 MXG/CC (Maintenance) [Phone: 7-2600 / Fax: 7-9512]	TA/TS	
5e	-- ROC (Resource Operations Center) [Phone: 7-4110 / Fax: 7-9685]	TA/TS	
5f	-- CP (Command Post) [Phone: 7-3040 / Fax: 7-9781]	TA/TS	
5g	-- CAT (Crisis Action Team) [Phone: 7-9915 / Fax: 7-7722]	TA/TS	
5h	-- 412 TW/FM (Financial Management) [Phone: 7-9279 / Fax: 7-8617]	TA/TS	
5i	-- 412 TW/SET (Test Safety) [Phone: 7-3217 / Fax: 7-5014]	TA/TS	
5j	-- 412 TW/XP (TW Plans and Programs) [Phone: 7-6171 / Fax: 7-8469]	TA/TS	
5k	-- 412 TENG (Engineering) [Phone: 7-4999 / Fax: 7-6671]	TA/TS	
5l	-- 412 EWG (Electronic Warfare) [Phone: 5-7610 / Fax: 5-7779]	TA/TS	
5m	-- 412 MSG (Mission Support Group) [Phone: 7-0440]	TA/TS	
5n	-- 412 MDG (Medical Group) [Phone: 7-2010]	TA/TS	
5o	-- 412 LGR (Logistics Readiness Division) [Phone: 7-2710]	TA/TS	
5p	-- 412 CES (Civil Engineering) [Phone: 7-2910]	TA/TS	
5q	-- 412 CS (Communications Squadron) [Phone 7-0811]	TA/TS	
5r	-- Other organizations deemed appropriate by the 412 OG/CC.	TA/TS	

A5.4. Phase 2. Planning

A5.4.1. The TEO Director of Projects is responsible for ensuring all of the remaining steps in this instruction are completed. The TEO Director of Projects shall work with the organization requesting the TA/TS to define specific test requirements and from these requirements identify specific resources required to accomplish the TA/TS. The TEO should keep detailed notes of all meetings, including the assignment and documentation of all action items. Follow-up meetings to status action items should be held regularly, as necessary, to keep the program moving at an accelerated pace. This may mean frequent meetings initially to resolve issues as they arise and to provide status updates to the OG.

A5.4.2. It is a good idea for the test team to create their own recall/contact list for the duration of the TA/TS, to include work, home, and cell phone numbers, if necessary (mark FOUO and safeguard appropriately). Besides test team members, names on this list might include customer contacts, as well as other key organizations.

A5.4.3. Daily status updates are required from the TEO throughout the TA/TS, with the primary recipients being the OG, the Command Post, the CAT, and the 412 TW/CC. If the same tasks are still being worked, a daily status message is still required, but a simple statement that there is no new information to report is adequate. Some projects also provide a separate daily status to test team members and to major organizations impacted by the TA/TS, but this is optional.

Table A5.2. Planning

MANAGEMENT PLANNING			
STEP #	TASK	APPLICABILITY	STATUS
6	The Project Manager (PM) assembles the test team.	TA/TS	
7	The PM works with the customer to determine the following project requirements:	TA/TS	
7a	-- The new required delivery date.	TS	
7b	-- Test completion (success/exit) criteria.	TA	
7c	-- Required final product, e.g. Technical Report, Letter of Completion, Preliminary Report of Results, raw data, etc.	TA	
7d	-- Required delivery date of final product and/or test article.	TA/TS	
8	The TEO accomplishes the following items in an expeditious manner. (412 TW/XP2 and 412 TW/IP may not be required for routine testing not generated by contingency operations. The requirement for these agencies to support a meeting will be determined during initial notification in Step 4.	TA/TS	
8a	-- Receives threat briefing. [412 TW/XP2]	TA/TS	
8b	-- Determine OPSEC/COMSEC requirements. [412 TW/IP]	TA/TS	
8c	-- Determine expected scope of test requirements.	TA/TS	
8d	-- Identify potential support agencies. [812 TSS/DRB and TEO/PM]	TA/TS	
8e	-- Establish JON [812 TSS/DRB]	TA	
8f	-- Contact applicable 412 TW/FM Budget Analyst to address funding issues	TA	
9	The PM, in conjunction with 812 TSS/DRB, schedules the initial test planning / Core Team Meeting.	TA/TS	
9a	-- The PM notifies all required personnel within the TEO about the Core Team Meeting.	TA/TS	
9b	-- PM notifies all required personnel outside of the TEO, such as Safety, MXG, Range, and other support organizations.	TA/TS	

10	The PM conducts the Core Team Meeting. As a minimum, the following agenda items will be accomplished:	TA/TS	
10a	<ul style="list-style-type: none"> -- Determine aircraft requirements. These include: <ul style="list-style-type: none"> -- Test aircraft [Obtain concurrence of customer if required.] -- Support aircraft (chase, etc.) -- Combat-coded aircraft from user (CC- coded) -- If aircraft off-site, discuss logistics of deployment of personnel (readiness), equipment and assets 	TA/TS	
10b	-- Review manpower requirements.	TA/TS	
10e	-- Identify instrumentation requirements	TA/TS	
10f	-- Discuss data analysis and reporting requirements. Streamline to meet the customer's needs.	TA/TS	
10g	-- Discuss cost, schedule, technical, programmatic and safety risks. If test schedule cannot be met notify customer immediately.	TA/TS	
11	<p>After the initial Core Team Meeting, the PM contacts the 412 OG/CC with an update on the following:</p> <ul style="list-style-type: none"> -- Progress of the planning -- Expected timeline for test plan approval, execution and reporting. -- Any problems that need to be elevated up the chain of command. <p>The PM updates the CAT as required.</p>	TA/TS	
12	Keep the 412 OG/CC informed of test planning progress at the end of each day through daily progress reports. The specific format and timing for daily progress reports is at the discretion of the 412 OG/CC, but typically consists of daily e-mail reports. The PM sends these daily reports to the OG Commander and Deputies, 412 TMG, Command Post, the CAT, and the 412 TW/CC. Emails will be sent IAW AFI 33-119, paragraph 6. (Encrypt if required).	TA	

13	812 TSS/DRB provides a SOC to the customer (as applicable) and obtains concurrence to proceed.	TA	
TEST PLANNING			
14	The Project Engineer, with input from other engineering disciplines, the customer, and possibly the operational test authority (OTA) as required, write the Test Plan.	TA	
15	Accomplish Safety Planning.	TA	
15a	-- Contact 412 TW/SET (7-3217) for assistance/advice and to schedule the Safety Review Board (SRB).	TA	
15b	-- Examine lessons learned from similar testing, found in the 412 TW/SET files and lessons learned data base.	TA	
15c	-- Perform safety analysis, as required.	TA	
15d	-- Prepare Safety Package (EAFB Form 5028).	TA	
16	Accomplish Technical Review Board (TRB) and SRB IAW AFFTCI 99-101 and AFFTCI 91-105. Safety and Technical Reviews may be conducted simultaneously using the same personnel. If time is extremely critical, consider inviting coordination and approval authorities to the SRB/TRB to approve the resulting plans at one meeting.	TA	
16a	-- Expedite the approval process with face-to-face briefings or a group brief.	TA	
16b	-- Hand-carry Safety and Test Planning Packages until they reach the necessary approval level.	TA	
16c	-- Document any verbal approvals with a Memorandum for Record.	TA	

A5.5. Phase 3. Provisioning

A5.5.1. The TEO Director of Projects shall coordinate with those organizations that own or are responsible for coordinating the allocation of resources in order to provision those assets necessary to execute the TA/TS. 412 OG shall prioritize the allocation of test assets owned and/or allocated by 412 TW so as to properly support the TA/TS as well as other 412 TW test programs.

Table A5.3. Provisioning

STEP #	TASK	APPLICABILITY	STATUS
17	Prepare sufficient test concept documentation for all participating organizations to use in preparing their Capabilities and Resource Estimates (C&RE) for the PI/SOC process.	TA	
18	All participating organizations prepare and submit C&RE's.	TA	
19	Coordinate with key organizations to verify support	TA/TS	
19a	-- Request specific maintenance expertise from 412 MXG	TA/TS	
19b	-- Ensure 412 MXG has parts, spares, and maintenance personnel, as needed, to support test priority.	TA/TS	
19c	-- Outline required SUT and/or test aircraft modifications required with 412 TENG/ENI	TA/TS	
19d	-- Request modification parts/kits	TA/TS	
19e	-- Schedule Mod Doc with 412 TENG/ENI and 412 MXG	TA/TS	
19f	-- Detail unique range requirements and initiate any long-range scheduling actions	TA/TS	
19g	-- Coordinate control room development and any unique software development. At a minimum 412 RANS should be consulted for Edwards AFB local testing although equivalent range squadrons at off-station ranges may also need to be contacted	TA/TS	
19h	-- Discuss methodology for meeting any comm/IT requirements with 412 CS	TA/TS	
19i	-- Schedule base operating services support with 412 MSG to include lodging and food services	TA/TS	
19j	-- Coordinate access to controlled areas for off-station personnel arriving to support TS/TA. Coordinate with 412 SFS, 412 OSS (flight line), and unit-specific security office. Coordinate with Program Security Officers as required to approve Special Program Access.	TA/TS	
19k	-- Develop/schedule additional training required for personnel to execute testing, e.g. Night Vision Goggles, LASDT, High Risk training for control room personnel	TA/TS	

19l	-- Schedule Edwards AFB test assets with Test Wing Scheduling (412 OG/DOO) to include aircraft, ranges, airspace, control rooms, etc.	TA/TS	
19m	-- Coordinate with 412 TENG development of any unique data analysis tools	TA/TS	
20	Identify shortfalls where available resources cannot meet TA/TS requirements and brief 412 OG	TA/TS	
21	The PM is responsible for dealing with constraints. The PM shall make appropriate contact with other AF, DoD, government, or private industry sources (in that order) when 412 TW resources cannot meet project requirements.	TA/TS	

Table A5.4. Phase 4: Execution

STEP #	TASK	APPLICABILITY	STATUS
22	Keep the 412 OG/CC informed of test execution progress through the normal rounds process and at the end of each day. The PM sends daily reports to the OG Commander and Deputies, the 412 TMG, the CAT, and the 412 TW/CC.	TA/TS	
23	Schedule tests commensurate with approved planning factors.	TA/TS	
24	Brief all test missions IAW established directives in a face-to-face forum. -- Review approved test cards and safety procedures. -- Use normal flight authorization and release process (if able).	TA/TS	
25	Request priority from the 412 OG/CC in real- time should conflicts arise regarding test or test support resources.	TA/TS	
26	Crews will adhere to AFI 11-202 V3 requirements for duty day and crew rest unless waived by the appropriate authority.	TA/TS	
27	Conduct test missions and complete associated analyses and, if required, Deficiency Reports. Give special attention to OPSEC and COMSEC.	TA/TS	
28	Keep the customer informed of test progress on a daily basis. If the test schedule cannot be met, notify the customer immediately.	TA/TS	
29	Provide cost status to the customer, if possible. Immediately notify customer when projected costs breach the baseline. [This may not be applicable to all projects, since many are completed before cost data is even available.]	TA/TS	
30	Provide a briefing on the test results, if requested or appropriate.	TA/TS	
31	Provide the desired report or final product.	TA/TS	
32	Through the Report IPT, conduct the technical report approval briefing to 412 TW/CC	TA/TS	
33	Notify the 412 OG/CC that the Test Acceleration is complete. The 412 OG/CC notifies Crisis Action Team, if required.	TA/TS	